



City of Eureka, California

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

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| Class Title | Harbor Maintenance Technician I |
| Class Code Number | 4089 |

General Statement of Duties

Maintains and repairs the City of Eureka harbor and other assigned waterfront facilities; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to maintain, repair, and provide services for the City harbor and other assigned waterfront facilities. The work is performed under the supervision and direction of an assigned supervisor, but some leeway is granted for the exercise of independent judgement and initiative. A I level incumbent may reasonably expect to be promoted to the II level after successfully completing a probationary period, obtaining and demonstrating the required knowledge, skills, abilities, and experience, and meeting pre-identified criteria for promotion to the higher class. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a high profile public marina.

Examples of Essential Work (Illustrative Only)

- Maintains and repairs harbor facilities and water crafts, including performing a variety of basic carpentry, plumber, and janitorial work;
- Registers and collects fees for vessels;
- Adheres to harbor safety rules and regulations, including enforcing City codes related to renting berth, key assignment, parking, and abandoned vehicles;
- Inspects, repairs, and maintains assigned waterfront facilities, including cleaning and providing repair services, setting up and taking down tables and chairs upon request, and providing miscellaneous back-up services as needed by other departments;

- Performs a variety of grounds maintenance functions on all facilities within harbor area, including mowing and up-keeping lawns, operating weed eater, and providing general clean-up services;
- Performs miscellaneous duties as related to assigned work, including calling vendors, setting up appointments for various interested parties, following up on public complaints, picking up mail from City Hall, and performing various office functions when required;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills, and Abilities

- Some knowledge of proper lifting techniques and personal protective equipment used in the operation of hand and power tools;
- Some knowledge of nautical rules, policies, and procedures;
- Some knowledge of all applicable City codes and appropriate operational procedures;
- Ability to comprehend and follow safety rules and regulations;
- Ability to operate a variety of construction equipment and power tools, including chain saws, mowers, edgers, forklift, handtruck, and others;
- Ability to operate and maintain hand tools and other assigned equipment;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to exercise integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Any combination of training and/or experience which is equivalent to:

- High School Diploma or GED;
- One to three years maintenance or construction experience.

Required Special Qualifications

- Valid Class C California State Driver's license.
- For continued employment, a Harbor Maintenance Technician I must perform at a level which will allow them to promote to the II level within 6 months of appointment.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a public marina environment.